



TRANSFER/PROMOTIONAL OPPORTUNITY
for
Sewer Operations Supervisor
(DPW - Infrastructure Services – Environmental)

BASIC FUNCTION OF POSITION: Responsible for field activities of crews engaged in repair/construction of sewer and communication conduits and structures for one of two districts. Responsible for the work of City Laborers, Sewer Crew Leaders I, Sewer Crew Leaders II, and Sewer Masons.

ESSENTIAL FUNCTIONS:

- ♦ Supervise various field crews engaged in the repair/construction of catch basins, storm inlets, sewer mains, and other related appurtenances, as well as Communications manholes and conduits. Work includes confined space entry and trench excavation.
- ♦ Ensure that individual crew complies with safety regulations, including traffic control, utility location, and the wearing of personal protective equipment.
- ♦ Assist District Manager in determining priorities and scheduling/coordinating work assignments for district repair crews. Investigate special complaints, including interviewing citizens.
- ♦ Approve daily reports for usage of labor, equipment, materials, and productivity. Maintain records including street permits, plat book data reports, and damage reports.
- ♦ Replace District Manager as required during vacation, sick leave, or other absences. Assumes full responsibility for all District activities.
- ♦ Prepare cost estimates. Contact vendors to order material, determine services required for various phases of projects, and coordinate activities with other agencies.
- ♦ Be available for emergencies, such as a sewer cave-in or flood control (could be responsible for up to 100 employees). Assigned on a rotating basis as weekly Duty Supervisor, in charge of all off-hour responses. Make home visits to employees on sick leave.
- ♦ Comply with engineering plans, specifications and special provisions.
- ♦ Perform other related duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Current status as a regularly appointed City of Milwaukee employee.
2. Two years of experience in sewer construction repair or maintenance, with at least one year at or above the level of Sewer Repair Crew Leader.
3. Valid driver's license at time of appointment and throughout employment.

KNOWLEDGE, SKILLS, ABILITIES & OTHER REQUIREMENTS:

- ♦ Knowledge of sewer construction and repair procedures, equipment and regulations (OSHA and DILHR).
- ♦ Ability and willingness to enforce all work and safety rules.
- ♦ Good attendance and conduct record.
- ♦ Ability to plan, organize and meet goals and deadlines.
- ♦ Ability to coordinate work to make maximum use of labor, equipment, and materials.
- ♦ Good verbal communication skills.
- ♦ Good interpersonal skills, including the ability to be tactful, diplomatic, empathetic and customer-service oriented.
- ♦ Flexible and able to remain composed during sewer emergencies.

DESIRABLE: Ability to effectively navigate an Intranet and make daily updates on the computer.

CURRENT SALARY RANGE (05): \$45,280.04 to \$63,395.54 annually

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related training, experience and accomplishments, written tests, interview, or other assessment methods. Only the most qualified candidates will be invited to an oral interview. Information from the selection process will be used by the Department of Public Works to make a hiring decision. The

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selected candidate will be ***transferred and/or promoted*** to the position.

APPLICATION PROCEDURE: An application may be obtained from the Department of Employee Relations' web site (www.milwaukee.gov/der), in person or via mail from DER (200 E Wells St, Room 706, Milwaukee, WI 53202), or by calling 414.286.3751.

*All completed application materials should be returned to **Mr. Martín Aquino**, Environmental Manager, DPW, Infrastructure Services Division-Environmental Section, Zeidler Municipal Building, 841 North Broadway, Room 820, by **March 10, 2006**. Receipt of applications may be discontinued anytime after that date.*

#06-033TR—MMC (SM)

2/23/06 **OR 2/17/06**

EEO 103

The City of Milwaukee values and encourages diversity and is an Equal Opportunity Employer